



**JECRC Foundation**



**JAIPUR ENGINEERING COLLEGE  
AND RESEARCH CENTRE**

## **JAIPUR ENGINEERING COLLEGE AND RESEARCH CENTRE**

**Year & Sem. – B. Tech I year, Sem.-I**

**Subject –Communication Skills**

**Unit – II**

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# **VISSION OF INSTITUTE**

**To become a renowned centre of outcome based learning, and work towards academic, professional, cultural and social enrichment of the lives of individuals and communities.**

# MISSION OF INSTITUTE

- ❖ Focus on evaluation of learning outcomes and motivate students to inculcate research aptitude by project based learning.
- ❖ Identify, based on informed perception of Indian, regional and global needs, the areas of focus and provide platform to gain knowledge and solutions.
- ❖ Offer opportunities for interaction between academia and industry.
- ❖ Develop human potential to its fullest extent so that intellectually capable and imaginatively gifted leaders may emerge.

# Contents

## ***1. VOICE***

***PRACTICE PAPERS***

***REFERENCES***

# Lecture-I (Unit-II GRAMMAR)

## Voice

- **Active Voice**
- **Passive Voice**

**In active voice the subject of the verb does something.**

**Ex: Rakesh kicked the ball .**

**In passive voice something is done to the subject.**

**Ex: The ball was kicked by Rakesh.**

# To Change An Active Verb To A Passive Verb

1. Use to be form with the past participle  
(ex: **was** is a form of to be and **kicked** is past participles).
2. Shift the subject to the place of the object,  
and the object to the place of the subject.
3. Add the preposition by before the agent.  
(The ball was kicked by Rakesh).

# Some other kinds of Passive Sentences

## **1) When there is a Modal Verb**

modal verb + be + past participle

**Or**

modal verb + have + been + past participle passive forms.

Ex: I can win this match.

This match can be won by me.

He may have finished lunch.

Lunch may have been finished by him

## 2) When there is a command

In this case the form of verb is let + be + past participle.

Ex: open the door.

let the door be opened.

Bring a glass of water.

let a glass of water be brought.

Or

you are ordered/asked to open the door/ t bring a glass of water.



### **3) When there are two objects**

Passive form can be made by making either the direct or the indirect object the subject and retaining the other object.

Ex: He gave her a bouquet.

she was given a bouquet by him.

Or A bouquet was given to her by him.

## 4) When verb is followed by object+infinitive

Ex: a) He asked me to send a application form.

I was asked to send an application form (by him)

b) They believe him to be dangerous.

He is believed to be dangerous (by them).

## 5) When there is an object compliment

After some verbs the direct object can be followed by an object compliment which is a noun or an adjective that describes or classifies the object.

Ex: a) The teacher considered him a *dullard*.

He was considered a *dullard* by the teacher.

b) They elected Mr. Rao **president**.

Mr. Rao was elected *president*.

## 6) When there is a request

Requests can be converted into passive form in more than one ways. When the verb has two subjects either can be made the subject in the passive. Please/kindly is placed between may and be.

Ex: a) Please give me some more time.

Some more time may please be given to me.

b) Kindly grant me a week's leave.

A week's leave may kindly be granted to me.

## 7) Passive form for try/refuse to+bare infinitive would be tried/refused +to +be + past participle

Ex: a) He tried to secure good marks.

Good marks were tried to be secured by him.

b) The teacher tried to improve the students' performance.

Students' performance was tried to be improved by the teacher.

c) He refused to pay the fine.

The fine was refused to be paid by him.

# Practice Papers

**Change the following sentences into passive voice:**

1. We are trying to make our country strong.
2. They may ban this film.
3. She prepared dinner for her husband.
4. A mechanic is repairing my car.
5. Who wrote this poem?

# Suggested links from NPTEL & other Platforms:

- <https://nptel.ac.in/courses/105/106/105106119/>
- <https://www.youtube.com/watch?v=Sa0WfA9UG>



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*Thank  
you!*